



VILLAGE OF TARRYTOWN

One Depot Plaza, Tarrytown, New York 10591-3605

www.tarrytowngov.com

Mayor

DREW FIXELL

Deputy Mayor

THOMAS BUTLER

Trustees

KAREN G. BROWN

ROBERT HOYT

REBECCA McGOVERN

PAUL RINALDI

DOUGLAS ZOLLO

VILLAGE ADMINISTRATOR

914-631-1785

VILLAGE TREASURER

914-631-7873

VILLAGE CLERK

914-631-1652

VILLAGE ENGINEER

914-631-3668

DEPT. OF PUBLIC WORKS

914-631-0356

FAX NO. 914-909-1208

April 24, 2019

Help Wanted – Assistant Village Administrator, Village of Tarrytown, NY

The Village of Tarrytown is seeking a full time Assistant Village Administrator. Must be a resident of New York State at the time of appointment, and while employed by the Village of Tarrytown. Minimum Qualifications are graduation from a recognized college or university with a Bachelor's Degree* in Public Administration or closely related field and either: (a) five (5) years of experience in the field of public administration; or (b) Master's Degree* in Public Administration or a closely related field and three (3) years of experience in the field of public administration. A Master's in Public Administration is preferred.

Duties include working under the direction of the Village Administrator, and in cooperation with various Department Heads and department staff, assisting with the normal operations of a Village. Key work will include working on contract and public bid preparation, grant application and grant contract preparation and processing, SEQRA documentation, civil service, Board of Trustee agenda preparation and follow-up, help preparing and monitoring the Village Budget, and normal Village Administrator's office day-to-day activities. Must be competent with computer programs such as Microsoft Office, Social Media, etc. This is a high-level chain of command position and is exempt/non-competitive class (no test required) under the provisions of Civil Service. Annual Salary is in the range of \$85,000 to \$95,000, DOQE.

The Village is seeking to fill the position sometime after June 1, 2019. The deadline to apply is 5 p.m. on Friday, May 24, 2019. Applicants are encouraged to submit a cover letter and resume, via e-mail is preferred, Attention:

Richard Slingerland, Village Administrator
1 Depot Plaza
Tarrytown, NY 10591.

E-mail is rslingerland@tarrytowngov.com

The Village of Tarrytown is an Equal Opportunity Employer and is fully committed to maintaining a workplace free of discrimination and harassment based on race, gender, religion, age, color, national origin, disability, sexual orientation, and other non-merit factors. All persons applying for employment and employed by the Village shall be afforded equal employment opportunity in initial employment and consideration for advancement.